14 March 1962

Minutes of Fourth Meeting of the ICGWG
12 March 1962

1. The fourth meeting of the Intelligence Collection Guidance Working Group was held at 2:00 PM on 12 March 1962. Those Attending were:

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2. The principal business was to review the papers on "Terminology" and "Accountability", sent to members for review on 6 March. It was generally agreed that the papers represented a fair attack on the problem, certainly enough to guide the Chairman in the proposed, exploratory discussions with DIA. (The Chairman advised members that he had discussed this informally with the Chairman, CRAG.)

3. It should be noted that both papers are working papers and at this juncture do not purport to outline recommended action. Before deciding on terminology, accountability and other allied questions, ICGWG should be presented with a thorough understanding of DIA and Department of State thoughts on guidance, requirements, manuals, accountability, etc.

25X1A   4. [   ] the author of the "Terminology" paper, did note that the term "requirement" seems to be generally misunderstood and misused and remarked on examples of loose usage in his own paper. With further reference to this paper and the third line of the third paragraph, the Working Group felt that the term "requirement directive" should be changed to "requirement."

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SUBJECT: Minutes of the Fourth Meeting of the ICGWG

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5. In the absence of ⬚ passed out a paper prepared by him covering: "Internal Distribution of Information Copies of CIA Requirements." This will be discussed at a later meeting.

6. Attached are the Chairman's recommendations to the Chairman, CRAG, as outlined at the 12 March meeting.

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Chairman
ICG Working Group

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14 March 1962

MEMORANDUM FOR: Chairman, CRAG

SUBJECT: Report and Interim Recommendation

1. The Intelligence Collection Guidance Working Group has met four times and in the area of manuals, handbooks, general requirements, gap requirements and guidance is in a position to report as follows:

    a. There are satisfied users of all the types of guidance presently being produced within CIA.

    b. There is some duplication within CIA and some improvements can be made.

    c. There is a need to be more precise in terminology and gain a better understanding of what is meant by such terms as manuals, guidance, requirements, etc. and what action is expected from collectors.

    d. There is need for better coordination.

2. In general terms ICGWG has agreed that within CIA it is possible:

    a. To eliminate duplication in subjects of common interest to OSI and ORR by publishing one guide containing both scientific and economic sections.

    b. To unify format so that the two sections will be compatible.

    c. To establish specific sections for both requirements and suggested sources, easily separated from the background portion of the guidance paper.

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    d. To include a definitive statement
as to the extent to which each guidance paper
has been coordinated and where.

3. Whereas it is possible to do all of these things within CIA, there appears to be little point in attempting this until the problems, plans and proposed method of operation of DIA and the Department of State have been studied.

4. At this juncture it is recommended that the Chairman, ICGWG be authorized to make an informal approach to DIA in order to study its problems and how they are being met. This will not constitute authorization for mutual action as it is believed that a subsequent report or reports to the ICGWG will be in order. Following this the ICGWG should be in a position to recommend either that CIA solve its own problems without waiting for DIA or that an immediate effort be made for CIA and DIA to attack the existing problems together.

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                              Chairman
                         ICG Working Group

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